

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF BASIC AND GEOGRAPHIC INTELLIGENCE

25 August 1971

OFFICE NOTICE 50-00-2  
OPERATIONS GENERAL

OBGI MONTHLY REPORTS

RESCISSION: Memorandum from Executive Assistant, OBI, to  
OBI Division Chiefs, dated 27 July 1965; Subject:  
Monthly Reports

1. Monthly Reports covering the operations of each division for the preceding period will be submitted to the Director, Basic and Geographic Intelligence, by the fourth working day of the month. The reports should concisely record significant activities, events, problems, and accomplishments of the month, and summarize any important trends and developments. The reports will be submitted in memorandum form.

2. Reports for Editorial Division, Geography Division, and Map Library Division will follow the outline below:

A. Research and Technical Support Activity and Processing

(Includes significant research project completions; non-routine map procurement; generalized NIS production status, including particularly pertinent GS or supplementary units.)

B. Planning and Development

(Includes plans and ideas bearing on future programs and activities; outside developments which suggest future project actions; pertinent administrative and policy developments.)

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GROUP 1 Excluded from automatic downgrading and
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C. Significant Outside Contacts and Activities

(Includes contacts, generally outside of OBGI, which have resulted in some significant achievement; participation in established inter-agency committees; special briefings, debriefings, speeches; ad hoc meetings of special interest.)

D. Employee Development

(Includes reassignments, training, special employee recognition, and other developments bearing on employee growth.)

E. Problems

(Includes both developing and unresolved problems which have their source outside the Office.)

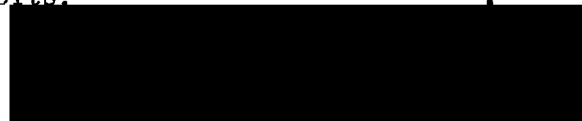
F. Miscellaneous

(Includes special employee activities of importance; commendations and criticisms received.)

G. Appendix

(Statistical data on production, publications, and other activities as needed.)

3. Reports for Cartography Division will follow the outline used by that division in its branch reports.



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JOHN KERRY KING  
Director  
Basic and Geographic Intelligence

Distribution No. 3

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